

ELECTRONIC PLAN (E-PLAN) REVIEW SUBMITTAL GUIDELINES

In our continuing effort to improve the e-plan review permitting process, the Town of Gilbert Development Services Department requests the following submittal guidelines be followed to ensure a complete and accurate review within the allotted timeframe.

NOTE: Submittals will be returned if any combination of these submittal guidelines are not met

E-Plan Document Protocols:

Page & File Orientation

- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor. Sheets shall be oriented to allow for printing in “landscape” format with the exception of any 8.5”x11” sheets which will be printed in “portrait” format.

Size of Prints

- Architectural, electrical, mechanical, plumbing and structural plans shall not be any larger than 30”x42” format.
- Civil and landscaping plans shall not be any larger than 24”x36” format.

File Format and Size

- All electronic plans and documents shall be submitted in Adobe Portable Document Format (PDF).
- All PDF documents shall have security settings set to “Allowed” in order to allow plan reviewers to place comments on plans through Bluebeam Studio.
- Plan sets shall not be larger than 45 megabytes (MB). If a plan set is larger than 45 MB, the plans will have to be separated into volumes that shall not exceed 45 MB per volume.
- Please arrange your plans into individual PDF’s i.e. Architectural plans, structural calculations, mfg. spec sheets, etc. *{Please do not send individual sheets.}*

Complete Sets and Documents

- All plan sets shall be complete to include all documents as stated in the [Commercial Project Checklist](#) or [Residential Project Checklist](#).
- Please do not include any irrelevant documents in your plan sets (i.e. Submittal Checklists).

E-PLAN SUBMITTAL GUIDELINES CONTINUED

In order to submit electronically the following criteria must be met:

1. If your current proposed project is for a Tenant Improvement, deferred submittal, or plan change, original project must have been in an electronic format. (If project was submitted on paper, then your new proposed project must follow suit, and continue as a paper submittal)
2. An application must be filled out prior to uploading your plans. Please click here for the online application: <https://general.gilbertaz.gov/eforms/eplan/BLDGSubmits/ePlanAppConst.cfm>
3. Once your online application is received, you will receive a separate email with an external link to upload your plans for an administrative review, which will include a brief quality check of your plans. If your upload is lacking any documents, or is uploaded in any format other than PDF, your submittal will not be accepted. Please allow up to one business day to receive the notification.

*All documents must be separated by individual sets; i.e. Architectural, Structural Calculations, narratives; etc. The documents must also be formatted for viewing, with no restrictions or locks.

4. After review and acceptance of your plan submittal, should your project require any upfront plan review fees, you will receive an email that indicates your plan review fees are now invoiced and must be paid before your submittal is placed into the plan review process. To make payments or if you have any questions, please contact us at (480) 503-6700 between the hours of 7:00a.m.-6:00p.m., Monday-Thursday. You will need the project # provided to you.
5. Once payment is received, your submittal will be placed into queue for plan review. Your estimated completion date will be determined based on the date of payment received.

Note: Incomplete submittals will not be accepted. Please ensure all of your documents are in PDF format.

If you are still unsure how to proceed, please do not hesitate to contact our office at (480) 503-6700.

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